

# 2024 CENTREVILLE FARMERS' MARKET

## FARMER/VENDOR APPLICATION

The Centreville Farmers' Market will host weekly markets on Lawyers Row and Queen Anne's County Courthouse Square on Sundays from 9 a.m. to 1 p.m. The 2024 market season is May 12th through November 10<sup>th</sup>, 2024.

### CONTACT INFORMATION

Name \_\_\_\_\_  
Farm/Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip \_\_\_\_\_  
Cell: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  
Email Address \_\_\_\_\_  
Website \_\_\_\_\_

### Social Media (check all that apply):

Facebook  Instagram  Twitter

### How do you prefer to be contacted?

phone  email  text message

Other  \_\_\_\_\_

### Terms: FT/PT payment is due on or by May 6<sup>th</sup>.

- Full-time Farmer/Vendor** Fee \$312 27 week market season  
 **Part-time Farmer/Vendor** Fee \$195 14 week market season (select dates)  
 **Drop-In Farmer/Vendor** Fee \$20 per Market Day (select two initial dates, one week notice through the season)  
 **Young Entrepreneur/Vendor** Fee \$10.00 per Market Day (select two initial dates, one week notice through the season)

### PARTICIPANT TYPE (Please complete appropriate section):

**Farmers & Producers** - Check all that apply

Fruits: \_\_\_ Vegetables: \_\_\_ Cut-Herbs: \_\_\_ Cut-Flowers: \_\_\_ Meat: \_\_\_ Poultry: \_\_\_ Seafood: \_\_\_ Eggs: \_\_\_ Honey: \_\_\_ Mushrooms: \_\_\_  
Bedding Plants: \_\_\_ Cut Flowers/Bouquets: \_\_\_ Potted Herbs: \_\_\_ Fiber/Wool: \_\_\_ Other: \_\_\_

Are you Certified Organic?  Yes  No

Do you accept/Will you participate in a Market Program:

- Farmers Market Nutrition Program (FMNP-WIC and Seniors)  
 WIC Fruit & Vegetable Check Program  
 Maryland SNAP (Supplemental Nutrition Assistance Program)

**Processors & Prepared Foods** Check all that apply

Breads & Baked Goods: \_\_\_ Cheese: \_\_\_ Coffee: \_\_\_ Herbal Teas: \_\_\_ Jam & Jellies: \_\_\_ Ciders/ Juice: \_\_\_ Maple Syrup: \_\_\_ Granola: \_\_\_  
Wine: \_\_\_ Beer: \_\_\_ Distilled beverages: \_\_\_ Other: \_\_\_\_\_

If you will be selling a variety of products in the category you checked above, please specify here: \_\_\_\_\_

\_\_\_\_\_ Do you plan to sell any value added products?  Yes  No (Ex. Selling strawberry jam made with strawberries grown on your farm) If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  **Young Entrepreneur Market Vendor** (List Products) \_\_\_\_\_

**Artisan & Maker-** Check all that apply

Other (please explain): ie (Handmade, All Natural Products) Hempseed Lotion, CBD Hempseed Lotion, Muscle Repair Lotion, Other CBD Products, Mushroom Coffee, Mushroom Tea, Woodcraft, Embroidery,

List product types: \_\_\_\_\_

Please email photo's of the product you plan to sell.

**Entertainment/Activities/Food** - Check all that apply

Truck: \_\_\_ Caterer: \_\_\_ Non Profit: \_\_\_

Entertainment Type: Music: \_\_\_ Kids Activities: \_\_\_ Art: \_\_\_ Other: \_\_\_\_\_

Non Profit Table: \_\_\_\_\_ (Service/Public Awareness/Fundraiser)

**INDICATE THE DATES YOU WILL BE THE MARKET**

**May:**  May 5 Soft Opening  May 12 Grand Opening  May 19  May 26

**June:**  June 2  June 9  June 16  June 23  June 30

**July:**  July 7  July 14  July 21  July 28

**August:**  August 4  August 11  August 18  August 25

**September:**  September 1  September 8  September 15  September 22  September 29

**October:**  October 6  October 13  October 20  October 27

**November:**  Nov 3  Nov 10 (Fall Fest special event)

## Rules Governing the Centreville Farmers' Market

The Farmers' Market is a grower/producer and artisan/maker market. It operates as an autonomous organization with its own funding. The Market utilizes direct input from existing vendors for policy and practices, Main Street Centreville and the Town of Centreville support the market by providing a website page and advertising, the Main Street Manager serves as a Board Member.

1. **Who we are:** Centreville Farmers' Market is a grower-producer and artisan/maker market. The purpose of the Market is to provide fresh produce to our customers, support local farmers, cultivate an appreciation for farm-fresh products while highlighting local artists and makers.

### 2. Location/Dates/Operating Hours

- Lawyers Row/Queen Anne's County, Courthouse Square
- Sundays from 9 a.m. to 1 p.m.
- Street Opens – 8:00am - No set up is permitted without Market Associate on site
- Market Opens 9:00am - Vendors are required to remain open for the entirety of the Market or as assigned if a "special event" with Market Associate approval. No vehicles on Lawyers Row in advance of 1pm.

3. **Application** - All vendors are required to submit a signed application with a form of payment included by no later than the Wednesday before each market. Once a vendor is approved, the payment is processed. Please contact the Market Point of Contact (POC) for questions, application links, referrals, and special events. POC – Jennifer Moore, 410.708.0151. If you are paying by square, an invoice will be sent to you.

4. **Attendance** – Farmers/vendors are expected to set up and sell on all market days for which they have committed. If an absence is unavoidable, the vendor should contact the market designee prior to Market Day or asap. If a farmer/vendor misses two market days agreed to in this application (checked on the list above), their vendor space may be forfeited. **Vendors are not permitted to remove or dismantle their display prior to the end of the market (1 p.m.)**

5. **Farmers/vendors agree to comply with all applicable Health Department/Department of Agriculture/Federal or State protocols as required, as set forth by the Centreville Farmers' Market and the Friends of the Centreville Farmers' Market including wearing face masks and following social distancing protocols.**

6. **Food items. Tastings/food sampling** - All farmers and vendors selling food including fresh fruit and vegetables must contact Samantha Hiner or Lauren Armbruster at the Queen Anne's County Department of Environmental Health (410) 758-2281 and must complete and return a Queen Anne's County Health Department FARMERS' MARKET VENDOR APPLICATION to Sam or Lauren prior to their first day at the market. Farmers and value-producers providing samples of fresh fruit and vegetables, or other food items must comply with requirements of Queen Anne's County Department of Environmental Health.

**Food Vendor Note:** Code of Maryland regulations require all foods packaged for sale must be labeled. Queen Anne's County Department of Environmental Health will review labels to ensure compliance. (This applies to both cottage food vendors and non cottage food vendors.)

### 7. Selling of Items –

- Agricultural products grown/produced in the state of Maryland will be given preference in the application process. Non Maryland Residents can apply to this Market given they meet the producer/maker policy.
- All farmers/producers agree to on-site inspections of their operations.
- All items offered for sale (crafts, baked goods, soaps, etc.) must be produced/made by the vendor.
- No products/items that are not made by the vendor are authorized for sale at the market No resale.

8. Agricultural vendors may sell another grower's/producer's products provided that the following criteria is met:

- The item being resold must be sourced directly from the grower/producer. **Re-selling products from wholesalers is strictly prohibited and is grounds for immediate dismissal from the market.**
- Secondary Farm sourced items can make up no more than 40% of the items offered by the vendor during the season.

9. Farmers/vendors agree to comply with all applicable state sales tax, as well as federal, state and local governmental laws and regulations and all necessary licenses and permits.

10. **Conduct** - Farmers/vendors are required to respect and to maintain a good working relationship with all customers, vendors, and public officials, always conducting themselves in a professional manner, and maintaining a friendly business-like atmosphere in the marketplace. No smoking on Lawyers row while at your market table.

11. **Signage**: Farmers/vendors are to display a sign identifying the name and location of their farm or business. They must also display a price for each item for sale. Farmers who participate in the Farmers Market Nutrition Program (FMNP-WIC and seniors) and the WIC Fruit & Vegetable Check Program (FVC) must display official signage. Payment options may be displayed and are encouraged to allow customers to prepare before the market for each vendor's payment options.

12. **Pets**: Pets are permitted at the market. Owners are responsible for care/behavior, restraints, water/food and clean up. All pets must be leashed or contained at all times. Aggressive behavior is not acceptable, and the Market Designee has the authority to request a pet be removed temporarily or permanently.

13. **Safety**: Farmers/vendors are required to maintain their stands in a safe, neat, and orderly fashion and are responsible for removing all debris from their area at the end of each market day. All merchandise, displays, and decorations must be secured for safety. Vendors must make sure all aisles, walkways, open areas are clear of any debris, clutter, or obstacles. **Any vendor stand using a tent canopy must ensure that the structure is properly supported and weighed down. Farmers/producers who set up on the Courthouse lawn are not permitted to stake anything into the ground.**

14. **Social media** – Farmers/vendors should notify the marketing POC of what will be sold by the Wednesday before each market. Supplying photos of products, comments, sales, and specials is highly encouraged. By signing below, vendors agree to allow their likeness, the likeness of their products and display to be used for social media purposes.

15. Farmers/vendors agree to cooperate in meetings, walkthroughs, surveys, as well as Market reports on vendor sales. The data points assist the market with grants, reporting and Market Programs.

**Special Events**: The Market seeks to present activities and events to expand guest attendance. These events will take place from 9-1pm or 11-1pm on most market dates. We encourage vendors to make recommendations for guests, music, food, or additional vendors. The market is set up to do the best when we all take an active role in its success, and we are listening to your feedback to improve each season. Come and enjoy a relaxing morning in Centreville as a member of our vendor family at the Centreville Farmers Market.



